

MEMORANDUM



TO: County Elected Officials and Department Directors
FROM: Brittany Fain, Director of Risk, Safety and Emergency Management
DATE: August 17, 2022
SUBJECT: COVID-19 Protection and Disinfection Guidelines

Mask Wearing

- All employees and Montgomery County visitors may **choose** to wear a mask at any time. During times when Montgomery County is at a “High” COVID-19 Community Level, masks are recommended.

Social Distancing

- When possible, **encourage six (6) feet of separation between employees.** Social distancing remains one of the most critical actions employees can take to slow the spread of the virus. Conduct meetings and discussions virtually as much as possible and limit collaborative projects to as few people as possible, ideally less than 10.

Hand Hygiene

- Wash hands regularly. The most effective way to prevent any infectious disease spread on your hands is with soap and water. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

Disinfection Guidelines When Someone Is Confirmed Positive For COVID-19

- Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, and shared equipment like computers, tools, and vehicles.

How to Clean and Disinfect Hard Surfaces

- Practice routine cleaning of frequently touched surfaces (e.g., doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, steering column switches)
- Clean soiled surfaces using soap and water.
- Disinfect non-soiled surfaces using one of the following:
 - Bleach Solution (5 tablespoons or 1/3 cup of bleach per gallon of water);
 - Alcohol Solution (at least 70% alcohol);
 - EPA-approved disinfectants are listed here: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

Precautions:

- Always follow instructions on the label to ensure safe and effective use of the product.
- Never use a bleach solution in conjunction with chemicals that contain ammonia.
- Make sure you have good ventilation while applying or using cleaning products.
- To disinfect, the product must be applied to a surface and remain wet on that surface for a set amount of time (aka contact time). The approved disinfectant list states the contact time for the product.

How to Clean and Disinfect Unique Surfaces

- **Soft surfaces**
 - Clean the surface using soap and water or with an appropriate cleaner for the surface.
 - Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
 - Disinfect with an EPA-registered household disinfectant.
- **Electronics**
 - Consider putting a wipeable cover on electronics.
 - Follow manufacturer's instructions for cleaning and disinfecting. If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry the surface thoroughly.
- **Laundry (clothing, towels, linens, etc.)**
 - Wear disposable gloves. (Wash hands with soap and water as soon as you remove the gloves).
 - Do not shake dirty laundry.
 - Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
 - Dirty laundry from an ill person can be washed with other people's items.
 - Clean and disinfect clothes hampers according to the guidance above for surfaces.

Contact Information

Wendy Hockenberry
Human Resources
hockenberryw@mcoho.org
937-225-5084

Brittany Fain
Risk, Safety & Emergency Management
fainb@mcoho.org
303-828-8103 (cell)